

## **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**

**ONE CITY HALL PLAZA**

**MANCHESTER, NH 03101**

**TEL: 603-624-6543 (VOICE/TTY)**

**Fax: 603-628-6065**

**WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)**



## **HUMAN RESOURCES ANALYST**

---

(Announcement No. R-030-14)

Grade 20

Starting Pay Range: \$52,311 - \$74,583— plus comprehensive benefits package

Exempt

### **THE JOB:**

Performs technical and analytical work related to coordinating recruitment and selection with Department Heads and managers City-wide, performing job analysis/classification studies, researching information and conducting investigations for departments on personnel issues and providing guidance or recommending strategies/solutions, developing and/or administering entry and promotion testing, administering the City's FMLA process, conducting surveys and preparing reports; performs related duties.

### **MINIMUM**

### **QUALIFICATIONS:**

Bachelor's Degree in Business, Public or Personnel Administration or a related field and 3 plus years of experience in the Human Resources field. Position requires substantial knowledge of Federal and State laws, including FMLA, EEO, ADA, FLSA, etc. SPHR certification is preferred.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodations, as determined by passing a medical exam, including alcohol and drug tests and a thorough background investigation.**

### **APPLICATION**

### **PROCEDURES:**

Candidate must complete a city of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept. City Hall Annex. Submission of a resume is optional.

### **OPENING DATE:**

Wednesday, June 11, 2014

**CLOSING DATE:** Friday, July 11, 2014

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***